

The expectation of the State Agency is that the CAP reflects activities the agency will implement to permanently correct cited deficiencies/findings.

Date Of Monitoring Visit: _____ Local Agency: _____

Finding/Issue	List the finding number <eg.> Finding #X -Initial Contact Button
Plan to address it:	<p>Describe a strategy (staff training, procedure change, etc.) that will be implemented to address the causes of the finding.</p> <p>The plan should include:</p> <ul style="list-style-type: none"> • Action Steps <ul style="list-style-type: none"> ➤ State method of action to permanently correct cited findings. • Timetable <ul style="list-style-type: none"> ➤ Document when the specific corrective action (s) for a finding was, or will be, completed. • Indicate Responsible Parties <ul style="list-style-type: none"> ➤ Which staff member (s) completed, or will complete, the corrective action.

Finding/Issue	Finding # 123456 -Served Within Timeframe (Initial Contact Button)
Plan to address it:	<ul style="list-style-type: none"> • On May 29, 2017, supervisors will conduct a staff training on the initial contact button referencing, Chapter 5/Policy 5.1 of the FY17 MT WIC State Plan for guidance. • All CPA/Aides at XXX WIC Agency will complete and document receipt of the above training for reference. • Effective May 30, 2017, all CPA's/aides at XXX WIC Agency will use the initial contact button at all initial certifications, or when there has been 2 months or more between certifications.
Finding/Issue	Finding #123456 -Assignment of Risk Codes
Plan to Address it:	<ul style="list-style-type: none"> • On May 29, 2017, all CPAs at XXX WIC Agency will be reviewing the risk codes found in the attachments of the FY17 MT WIC State Plan for guidance. • For the next 6 months, CPAs will take one risk code a week and discuss how it would be assigned in the participant's folder. This process will be signed, dated and documented by CPA's weekly. • Effective May 30, 2017, CPAs will assign all applicable risk codes at all appointments.